



AGENCY/PROGRAM APPLICATION FOR FUNDING

Fiscal Year 2022-2023

Cover Page

NAME OF AGENCY

The Record Community News

CONTACT PERSON

Joe Coughlin

ADDRESS

1167 Wilmette Ave., #201

CITY

Wilmette

STATE

IL

ZIP

60091

PHONE

(815) 263-2319

FAX

N/A

E-MAIL

joe@therecordns.org

WEB

therecordnorthshore.org

NO. OF YEARS IN EXISTENCE

2

TOTAL AGENCY FUNDING REQUEST FOR PROPOSED YEAR

\$ 6,000

PROGRAMS REQUESTING FUNDING

	AMOUNT RECEIVED LAST YEAR	\$ AMOUNT FOR PROPOSED YEAR	FUNDED BY TOWNSHIP SINCE? (Estimate of Year OK)
1. Youth In Journalism Workshop	\$ 0	\$ 6,000	2020
2.	\$	\$	
3.	\$	\$	
4.	\$	\$	



AGENCY/PROGRAM APPLICATION FOR FUNDING

Fiscal Year 2022-2023

Eligibility Criteria For Funding

New Trier Township General Statement of Policy:

- **Each agency/program requesting funding from the Township will be referred to either the Agency Oversight Committee, the Mental Health Committee, or the Money Follows the Person Committee of the Township. Those committees will make funding and agency/program recommendations to the New Trier Township Board of Trustees. You will be notified of their final decisions sometime in the spring.**
- Agencies considered for funding should have been in existence for one year after receiving their not-for profit status from the State of Illinois and have been providing services to the community during that time.
- No agency with the ability to tax or conduct referendums will receive Township funding.

In order to be eligible for funding an agency must meet the following minimum requirements:

- **Area Served** - While an agency may serve areas other than New Trier Township, its programs must serve residents of New Trier Township.
- **Proportion of Township Residents Served**- For agencies serving more than New Trier Township, the amount of funding requested shall take into consideration the proportion of the agency's service rendered to residents of New Trier Township.
- **Non-Profit** - Funded agencies must be 501 (c) (3) not-for-profits.
- **Needs**- The need for the service must be demonstrated.
- **Standards** - An agency requesting funding must have at least one full-time paid staff person, or its equivalent; the credentials of the applicant's staff shall meet professional standards, commensurate with the responsibilities involved.
- **Employment Practices** - The agency must be an equal opportunity employer.
- **Articles of Incorporation** - Submit a copy, as amended, if changed in the last 12 months.
- **Bylaws** - Submit a copy, as amended, if changed in the last 12 months.
- **Use of Funds** - Funds must be used as specified in the grant application and as approved by the Township. Changes must be cleared with the Township.
- **Accessibility** - All services must be available to clients with disabilities and the agency must be able to deliver services from a site that is ADA accessible. If not, please explain.
- **Accountability** - The agency shall maintain communication with the assigned advisory committee liaison, who must be allowed to attend board meetings upon request. The agency may dismiss the person from a board meeting if they convene into Executive Session. The



AGENCY/PROGRAM APPLICATION FOR FUNDING

Fiscal Year 2022-2023

YES	NO	OTHE R	(PLEASE EXPLAIN)
	<input checked="" type="checkbox"/>		Agency maintains a personnel policy manual
<input checked="" type="checkbox"/>			Agency has a non-discrimination policy
<input checked="" type="checkbox"/>			Agency has a sexual harassment policy
	<input checked="" type="checkbox"/>		Agency has a grievance procedure
	<input checked="" type="checkbox"/>		Agency has a Strategic Plan Covers years _____
<input checked="" type="checkbox"/>			Agency produces an Annual Report Most recent report covers period <u>2021</u>
<input checked="" type="checkbox"/>			Agency has an effective fiscal management system in place
<input checked="" type="checkbox"/>			Audit or AG990 completed and copy provided for most recent fiscal year
<input checked="" type="checkbox"/>			Agency maintains liability insurance coverage Amount of coverage <u>\$1,000,000</u> Name of insurer <u>First Insurance</u> Effective dates of coverage <u>10-1-21 thru 10-1-22</u>
<input checked="" type="checkbox"/>			Agency pays all state and federal payroll taxes

YES	NO	OTHE R	(PLEASE EXPLAIN)
	<input checked="" type="checkbox"/>		Agency has by-laws in place Date last amended/accepted <u>10/20/2020</u> Agency is accredited by recognized accreditation organization (where appropriate) Date of most recent accreditation _____



AGENCY/PROGRAM APPLICATION FOR FUNDING

Fiscal Year 2022-2023

RECOMMENDATION RESPONSES

- (17) How did you respond to the recommendations made by New Trier Township, if any? Please describe in detail. (These are contained in the funding letter you received last April).

The Township recommended that funding a news organization, even a nonprofit one is a "stretch," so we focused our funding request on our Youth In Journalism Workshop which provides access to a field that can be difficult to understand, has a history of limiting such access and is critical to the wellbeing of local democracy, especially with the advancement of deceptive information distributors.

RESOURCES/BUDGET

- (18) What non-financial resources are required to deliver this service? Specify staffing/volunteer requirements, budgetary needs and other resources or inputs that are needed for this program. If the Township is unable to fund this program at the desired level, what will the impact be on services? Describe how your program will or will not continue without investment by the Township. Complete the attached budget forms. Were any cost reduction measures implemented in the prior year? If there is a sliding fee scale for this program, please attach it and indicate how many clients paid each fee level.

Without investment from the Township, the Youth in Journalism Workshop will look elsewhere for funding; however, it was unsuccessful in efforts to do so in 2021. A professional educator and staff hours are necessary to drive the program, as well as physical space. Staff may consider running the program as a volunteer effort with no pay for the services, but we will not charge participants to attend.

A budget is attached

- (19) If your program or agency budget request represents an increase from last year, please explain the reason for the change and what the increase will be used for.

There is no budget change from our pilot year in 2020.

Youth in Journ Workshop Snapshot

Results of post-workshop survey

YOUTH WORKSHOP BUDGET

	Cost	Detail					
Instructor stipend	\$1,400	curriculum development, including find speakers and selecting applicants (25 hours*\$55/hour)	active teaching in 2-week course (20 hours)	Pre and postclass work (10 hours)	\$42/hour		
Student stipend	\$2,400	200x12 students					
Student story pay	\$1,200	12 students x 10 stories					
Record work	\$1,000	Find and interview candidates; find space; technologies, etc. (20 hours*\$50/hour)				Joe C	2 hours Mon., April 26
Total	\$6,000						